

Church: _____ City: _____ Acct # _____

PHOTO SESSION ENVELOPE

STEP 1: ACTIVITY PHOTOS

1. Schedule Time for Activity Photography Scheduled for - Date: _____ Time: _____
2. Choose what photos you want taken of the exterior & interior below: CD ENCLOSED: _____

STEP 2: STAFF PHOTOS TAKEN DURING FAMILY PHOTOGRAPHY

1. **Church** - Enter all staff members' names to be photographed for directory; return to photographer prior to start of photography.
2. **Church** - Choose Background Color for Staff. _____
3. **Photographer** - Write staff image selected by each staff member's name below.

Staff Name	Frame Selected	Staff Name	Frame Selected

STEP 3: TOTAL NUMBER OF FAMILIES PHOTOGRAPHED

1. **Photographer** - Write date and total sits for each day of photography below less staff only and walk-in's
2. **Photographer** - Following last photography appointment, burn all staff images, interior and exterior shots to CD
3. **Photographer** - Total sittings for each day of photography and enter total below
4. **Photographer** - CD of interior and exterior shots in envelope
5. **Photographer** - Give completed envelope to Program Coordinator or Hostess on last day

DATE	# PHOTO'D	# WALK IN'S	# NFD	DATE	# PHOTO'D	# WALK IN'S	# NFD

TOTAL # NFD'S

TOTAL # WALK-IN'S

TOTAL PHOTOGRAPHED

Bring envelope to Design Meeting and submit to Universal with your layout materials.